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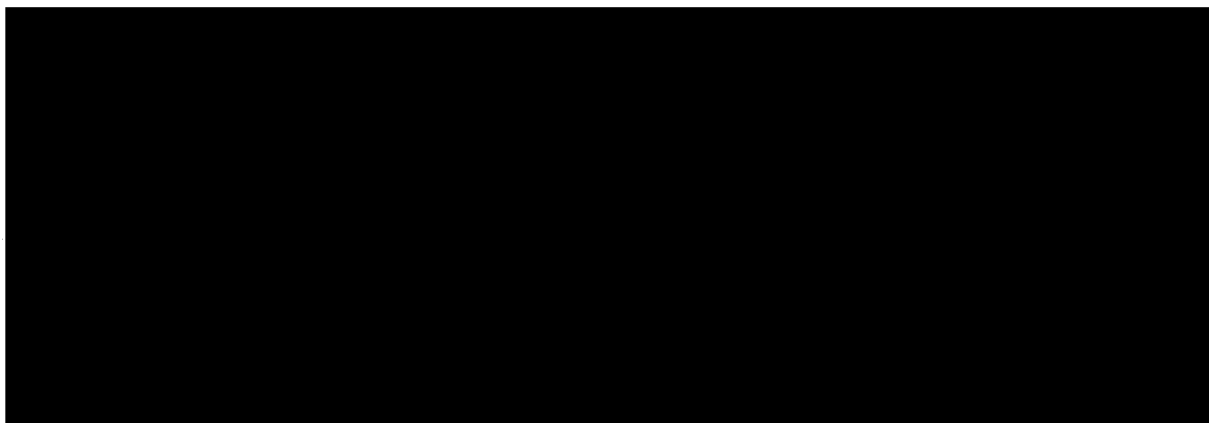
7 August 1973

Mr. Brownman via Mr. Wattles:

Responses to our memorandum requesting that Offices identify functions or services which might be eliminated or transferred to another Government agency are in.

Office of Communications:

a. OC estimates that five positions may be eliminated in East Asia, assuming that our information is correct that DDO will take the bulk of his FY 1975 cut in that Area.



c. OC had requested nine positions in FY 1975 to support the OEL and OJCS Data Switch programs. They were allowed four. OC feels this is not enough to accomplish what was intended, and, therefore, recommends deferral of these two programs until adequate resources can be provided. Approval of this recommendation would permit a savings of four positions.

d. OC proposes reluctantly to eliminate its junior officer career development program used for the special broadening of selected, highly promising, technically qualified officers with the goal of developing future managers. If these eight positions are eliminated, OC would expect an apportionment of the CT program positions to permit them to continue a modified development program.

e. These proposed reductions total 26 from the Office of Communications.

Office of Finance:

a. Elimination of the Central Travel Branch could result in a reduction of nine positions but OF believes that discontinuing

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this service would be counter-productive for the Agency. The computation and certification function would have to be assumed by travelers' components or the Certification and Liaison Division of OF.

b. The Office of Finance expects some position savings to result after automated systems have been implemented but is unable to specify the number or the time frame.

c. The Office of Finance suggests that the Agency consider transferring positions to the various agencies of Government which now are encumbered by Agency employees on detail. A recent report from the Office of Personnel identifies 60 Agency employees detailed to other agencies, four of whom are M&S careerists.

Office of Medical Services:

a. The Office of Medical Services had proposed to eliminate a position for a staff nurse at NPIC in FY 1974. The Director/ NPIC has raised serious objection, reminding OMS that the position for the staff nurse was originally provided by NPIC to OMS in January 1963. OMS requests that their ceiling authorization be increased by one to permit the nurse position to be reinstated. That memorandum has been overtaken by events subsequent to its submission but we do owe OMS a formal response.

b. The Director of Medical Services says that OMS cannot in good conscience and in the interest of maintaining the integrity of the Headquarters medical program identify any further position reductions for FY 1975. If, despite this conviction, they must accept a quota share, they would have to give up the increase of two positions they have been authorized in FY 1975 for the Behavioral and Social Science program.

Office of Personnel:

The Acting Director of Personnel says that you should be aware that we will now be cutting into the muscle of the Office of Personnel and you should expect a definite impact on their support to the Agency. Workload is increasing while strength is decreasing. CIARDS, APP and PDP are cited as examples of the increasing burden. In order to be responsive to the request to identify functions, however, they propose:

a. Elimination of some collateral insurance programs such as Flight and Accident, Income Replacement, Air Trip, WAEPA, Dread Disease, etc., which would permit elimination of about seven positions.

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b. -Elimination of the Central Processing Branch which would permit the Office of Personnel to reduce 27 positions. Eleven of these carry the Personnel career designation; four carry the Finance career designation; and twelve carry the Logistics career designation. OP offers the opinion that decentralized processing of travelers would be more expensive not only because more man hours would be devoted to travel processing, but because of the number of hours travelers would be absent from work in sorting out their own travel, security and cover problems. If a programmatic approach is not necessary, OP has identified five positions on the assumption that it might represent a fair share. These five are in the Benefits and Services Division; one in support of the VIP program to be reimbursable, and 3 in Transactions and Records after MAP systems are operational.

Office of Logistics:

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a. The Office of Logistics estimates they could save eight positions by transferring the [REDACTED] printing load to the Government Printing Office or handling it under a private contract. \$ savings probably will be offset by cost of a contract or payment to GPO.

b. Three positions could be saved by further reduction in the Motor Pool by making available self-drive cars, requiring people to take taxis, or make better use of the shuttle service.

Office of Security:

a. OS proposes to save three clerical positions by discontinuing service of post office boxes in the Headquarters area.

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b. OS plans to save two man years by discontinuing operational support consisting of (1) meeting people and facilitating their passage through ports of entry; (2) escorting foreign dignitaries on tours of this Country; (3) [REDACTED] SB Division and the Office of Training; and (4) accommodation support rendered by the [REDACTED] offices.

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c. OS estimates that ten man years could be saved by discontinuing their responsibility for defector custody.

d. If these functions are discontinued, a total of 15 staff positions could be saved without impact on the basic responsibilities of OS. It would be necessary, however, for the requesting components to either decrease their need for these services, transfer the responsibility to another Government agency, or absorb their proportionate share of this workload within their existing manpower authorizations.

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Office of Training:

a. OTR will save six positions through reorganization.

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b. OTR expects to save six positions by redesigning Operations courses [REDACTED]

c. Four positions could be saved by reducing Agent and Liaison Training support to DDO. This would mean that overseas stations would have to refrain from asking "Headquarters" to train field agents and liaison personnel.

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[REDACTED]

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[REDACTED] says they cannot stand a further cut. A new DDS&T unit (that part of DDS&T which was transferred from OC) is in the process of being established [REDACTED] representing an additional burden. Planning is very preliminary, but it may be as many as 15 people [REDACTED] moving from Headquarters. 25X1A

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Special Assistant for Information Control:

The SAIC submitted to the Director of Central Intelligence a recommendation for the establishment of fifteen positions to comprise a Records Declassification Unit. Mr. Colby's initial response was that this requirement should be met by part-time consultation from the Deputy Directors when needed. After appeal by [REDACTED] Mr. Colby said, "OK to start such a unit, but let's restrict the number involved to about five slots instead of the fifteen suggested here." A source for these positions is not identified.

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Office of Joint Computer Support:

Perhaps five.

Office of Planning, Programming and Budgeting:

D/PPB has identified a reduction of two positions.

[REDACTED]

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